

Travel Approval Form

Department: Purchasing Department

Event Name: Government Procurement Services - Using
Request for Proposals

Location: Sugar Land, Texas

Event Dates: July 14, 2026

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:
Alissa Krokum _____

Court Decision:
This section to be completed by County Judge's Office



2-23-2026

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****


Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Using Request for Proposals – \$340 (Virtual) \$375 (In-Person)

July 14, 2026

Sugar Land, TX

Instructor: Janet Hasty

[ENROLL](#)

September 9, 2026

Arlington, TX

Instructor: Janet Hasty

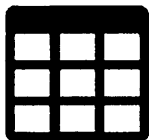
[ENROLL](#)



Using Request for Proposals

Duration: 1 Day 8:00 a.m. – 5:00 p.m. Central Time

Continuing Education Hours: 8



Upcoming Dates

Workshop Description:

Participants will develop a thorough understanding of the RFP process, including proposal evaluation methods, selection criteria, and negotiation strategies. RFPs are typically utilized for more complex procurements when there is a need to review responses and vendors objectively. Participants will learn by practical application in addition to classroom theory.

Who Should Attend:

- All public procurement professionals responsible for the development or review of RFPs
- Program staff who develop RFPs
- Anyone interested in learning how to develop RFPs for the public sector

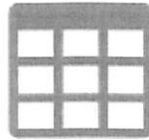
Course/Workshop topics:

- Using the Request for Proposal method
- Proposal development and submission
- Evaluation team selection and responsibilities
- Developing the evaluation criteria
- Determining the competitive range

- Oral presentations and demonstrations
- Best and Final Offers (BAFO) and negotiation best practices
- Debriefings and protests

Benefits of Attendance – participants will:

- Identify the most appropriate circumstances for using the RFP method
- Understand the process for selecting the proposal evaluation team
- Learn the various methodologies for proposal evaluations
- Develop appropriate evaluation criteria and scoring tool
- Facilitate oral presentations or demonstrations
- Add value through Best and Final Offers and strategic negotiation
- Make smart and supportable contract award decisions



Full Course Schedule / Registration Options

Copyright 2026 Government Procurement Services | All Rights Reserved | info@gpstraining.biz |

888-254-7715

Web Design by Austex Websites



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 02/12/2026

DEPARTMENT: Purchasing Department

PERSON SENDING REQUEST: Alissa Krokum EXT: 1453

Person (s) Name Attending:

1. Alissa Krokum
2.
3.
4.
5.
6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

LEOSE FUNDS

Function Attending: Using Requests for Proposals

Hotel Name: Hilton Garden Inn
Hotel Address: 722 Bonaventure Way
City: Sugar Land State: Texas Zip: 77479
Hotel Phone# 281-491-7777
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www.gpstraining.biz/schedule/
How many rooms needed: 1
Date of Check In: 7/13/26 Date of Check Out: 7/14/26

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

You're all set, ALISSA!

Confirmation number: 3416771318

We sent the details to p****@johnsoncountytexas.org.

Hotel Information



Hilton Garden Inn Houston/Sugar Land

722 Bonaventure Way
Sugar Land, Texas 77479 USA
+1 281-491-7777

Stay Information

13 JUL MON — **14** JUL TUE

Check-in: 3 pm

Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult

1 King Bed - Flexible Rate

Total room charge \$129.00

Total taxes \$19.35

Total for stay: \$148.35

Payment 1849 Sep 2029

Guarantee policy

There is a credit card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 12 Jul 2026.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

Complimentary

Pets

Pets allowed, \$75.00 non-refundable fee, 0 lbs maximum, \$75(1-4n), \$125(5+n) 2pets Max, dog/cat only